

Call for Applications for Faculty Position at Institute of Global Studies, Tokyo University of Foreign Studies

Peace and Conflict Studies

1. Job title

1 Associate Professor (tenured)

2. Affiliation

Institute of Global Studies

3. Teaching responsibilities

(1) teaching up to four M.A. level courses per year in peace and conflict studies, such as Core Seminar, Global Studies, PCS Research Methodology, Foundation for Peacebuilding, Applied Peacebuilding, Conflict and Social Change, International Relations and Cooperation, and Thesis Seminar;

(2) teaching up to two Ph.D. level courses per year in peace and conflict studies, such as Foundation for Peacebuilding, Applied Peacebuilding, and Conflict and Social Change; and

(3) teaching undergraduate courses in the School of International and Area Studies (such as Freshman Basic Seminar and Major Field Courses).

4. Research field(s)

Peace and Conflict Studies

5. Qualifications

The prospective applicant is expected to possess a teaching and research ability in his/her specialized research fields and meet all the following requirements at the time of submitting the application documents.

The requirements for the prospective candidate are:

(1) having a doctorate in one of the social science disciplines such as political science, international law, international relations, economics, sociology and social anthropology, and preferably having written a doctorate thesis in English;

(2) being able to teach M.A. and Ph.D. courses in peace and conflict studies exclusively in English;

(3) being able to guide peace and conflict studies major and other students' thesis projects exclusively in English;

(4) being able to perform university responsibilities in Japanese (having Japanese citizenship

is not required); and

(5) being able to engage in educational and other university activities in accordance with the University's Mission, Grand Design and other policies.

6. Scheduled employment date

April 1, 2023

7. Term of office

No fixed-term

8. Treatment

(1) Salary

Annual salary system (the annual salary amount is based on work experience, performance, and other factors, and the annual salary amount divided by twelve months is paid monthly).

Tax and co-payment of social insurance premiums (employment insurance premiums and mutual aid association premiums) shall be deducted.

(2) Work style

Discretionary Labor System for Professional Work (equivalent to 38 hours 45 minutes per week, 7 hours 45 minutes per day)

(3) Holidays and leave

In accordance with the Employee Working Hours and Leave Regulations of Tokyo University of Foreign Studies.

Holidays: Generally, Saturdays, Sundays, national holidays, and the year-end and New Year holidays (from December 29 to January 3). However, you may be required to work on some of the aforementioned holidays designated as working days for operational reasons.

Leave: Annual paid leave, sick leave, special leave

(4) Social insurance

The Ministry of Education, Culture, Sports, Science and Technology Mutual Aid Association, Employees' Pension Insurance, employment insurance, and workers' compensation insurance.

(5) Trial period

Yes (6 months)

(6) Retirement allowance

Yes

9. Application documents

- (1) A Curriculum Vitae (the form “Curriculum Vitae” designated by the University)
- (2) A list of academic publications / presentations (the form “List of academic publications / presentations” designated by the University)
- (3) Three major academic publications
 - Single-authored or first-authored publications only.
 - If you have a doctoral degree, please make sure to include your doctoral dissertation (including publications based on your doctoral dissertation). If you have not obtained a doctoral degree, please submit a detailed plan for obtaining the degree separately from the major academic publications mentioned above.
 - The submission of additional documents may be requested during the selection process.
- (4) Abstracts of the major academic publications (about one sheet of the form “Abstracts of academic publications” designated by the University)
 - Please describe each of the three major publications mentioned in (3) above.
- (5) A summary of previous teaching experience and research achievements and a statement of future teaching and research plans (two sheets or less of the form “A summary of previous teaching experience and research achievements and a statement of future teaching and research plans” designated by the University)
- (6) Your resolutions for being engaged in teaching, research, and operations of the University (any form of A4 paper size, horizontal writing, about 1,000 letters in Japanese or about 400 words in English)
- (7) Application form (the form “Application Form” designated by the University)
- (8) Names, affiliations, job titles, and email addresses of two persons that we can refer to during the selection process (other than stakeholders of the University)

Please make sure to follow the instructions below:

- (9) Please download and fill in the application documents designated by the University from the following website.

<http://www.tufs.ac.jp/other/recruit.html>

- (10) Please prepare all the documents listed above, and compile them into a single PDF file in the order of (1), (2), (3), (4), (5), (6), (7), and (8). Please name the file "xx XX (Call for applications for the faculty position in Peace and Conflict Studies).pdf." Please enter the name of the applicant in the place of “xx XX.” For (3), please enter the applicant’s name at the beginning of each file name, like "xx XX Major academic publications 1.pdf."

10. Application deadline

The deadline for entry is 17:00 on Monday, July 25, 2022 (Japan Time)

The deadline for uploading the application documents is 17:00 on Monday, August 1, 2022 (Japan Time)

11. Application method

(1) Please send an entry email, with the applicant's email address written in it, to 11pcse@tufs.ac.jp. The subject of the email should be "Entry (Call for applications for the faculty position in Peace and Conflict Studies)."

Entry deadline: 17:00 on Monday, July 25, 2022 (Japan Time)

(2) After receiving the entry email, the University will send a message to the applicant's email address stating the URL to upload the application documents.

*If you are not notified of the URL for uploading within two days (excluding Saturdays, Sundays, and national holidays) after sending the entry email, please contact us at 12pcst@tufs.ac.jp.

(3) Please upload the application documents in PDF format to the designated URL.

Deadline for uploading the application documents: 17:00 on Monday, August 1, 2022 (Japan Time)

*After uploading, the University will send you an email to confirm receipt. If you do not receive a confirmation email within two days (excluding Saturdays, Sundays, and national holidays) after uploading, please contact us at 12pcst@tufs.ac.jp.

12. Selection method

(1) Selection will be carried out through document review and interviews.

(2) Candidates who pass the document review will be invited to an interview. The expenses shall be borne by the candidate. The interview with candidates, including those living overseas, may be conducted using an internet-based video calling system.

(3) For the interview, the candidate may be asked to submit a syllabus in advance.

(4) The candidate may be asked to conduct a mock class during the interview.

(5) The interview will be held in early September.

(6) Short-listed candidates will be invited to an interview by the University's executives around early November.

(7) It will take at least 4 months from the application deadline to the final decision. Candidates will be notified of the result by the end of November 2022.

13. Contact information

Toshiyuki Chiba, Professor and Head, International and Area Studies, Institute of Global Studies, Tokyo University of Foreign Studies

E-mail: 12pcst@tufs.ac.jp

For inquiries, please send an email to the above address in Japanese.

14. Miscellaneous

(1) Please read “website of our university.”

<http://www.tufs.ac.jp/english>

(2) For the Peace and Conflict Studies course, please refer to the following URL.

<http://www.tufs.ac.jp/common/pg/pcs/>

(3) The personal information contained in the application documents will not be used for purposes other than this selection process.

(4) If there is a good reason, consideration may be given with regards to the timing of starting the position.

(5) The University is promoting gender equality.

(6) Measures to prevent passive smoking: Smoking is prohibited on the premises (outdoor smoking spots are available)